



Master Business Application Supplement for: COLLECTION AGENCY, BRANCH OFFICE, OR OUT-OF-STATE OFFICE

Please read the back of this form for complete application instructions.

A Office Contact Information

Name of contact person who works at the location being licensed.

Name _____ Telephone No. () _____

Location Address (as shown on Master Application) _____
STREET/SUITE _____
CITY _____ STATE _____ ZIP _____

B Sole Proprietor/Officers/Partners/General Manager Information

Has any owner, managing employee, partner, officer, or corporate director:

1. Been convicted of a crime, misdemeanor or felony in this state, any other state, by the federal government, or any other jurisdiction within the past 10 years? ☐ YES ☐ NO
2. Had a criminal complaint, accusation, or information presently pending or currently under indictment in this state, any other state, by the federal government, or any other jurisdiction? ☐ YES ☐ NO
3. Held a professional or occupational license, certification, or permit which was fined, suspended, revoked, refused or denied in this state, in any other state, by the federal government, or any other jurisdiction? ☐ YES ☐ NO
4. Had a civil court order, verdict, or judgement entered in any court of competent jurisdiction in this state, any other state, the federal government, or any other jurisdiction? ☐ YES ☐ NO
5. Petitioned for bankruptcy? ☐ YES ☐ NO

If the answer to any of these questions is YES, please attach a letter of explanation to this form. Include the name of the person or business involved, charge(s), date of conviction, civil judgement or order, county jurisdiction, state and disposition of charges.

C Business Bank Accounts

The collection agency must have a bank account with at least \$5,000 available for the use of the business. (RCW 19.16.245)

Name of bank with \$5,000 asset account _____

Address _____ Account No. _____

Each collection agency is also required to set up a "Customer's Trust Fund Account" for money that was collected on behalf of clients and that is to be distributed to clients. (RCW 19.16.240)

Name of bank with trust fund account _____

Address _____ Account No. _____

D Client Information

Do you currently have clients or plan to solicit businesses located in Washington State? ☐ YES ☐ NO
(See definition of client on page 2.)

**Upon filing, this document and the application become a public record
subject to public disclosure provisions pursuant to RCW 42.17.**

The Department of Licensing has a policy of providing equal access to its services. If you need special accommodation, please call (360)664-1400 or TTY (360)586-2788.

Application Instructions
**COLLECTION AGENCY, COLLECTION AGENCY BRANCH,
OR OUT-OF-STATE COLLECTION AGENCY**

Definitions

Client: The business or person on whose behalf you will collect claims.

Collection Agency License: Needed if your business directly or indirectly solicits claims for collection, collects, or attempts to collect claims for clients located in Washington State and other states.

Collection Agencies with clients located in Washington must maintain a business office at the address listed on the license. Records must be kept at the business office for four years and be available to the Department of Licensing upon request.

Out-of-State Collection Agency License: Needed if your business collects or attempts to collect claims from Washington State residents from your home state on behalf of ***clients located only outside of Washington State.***

Instructions

1. Select the correct license and fee:

*Note: The type of license you need is based on the location of your clients. See **Definitions** above.*

Collection Agency License \$900

Collection Agency Branch License \$350

Out-of-State Collection Agency License \$450*

Out-of-State Collection Agency Branch License \$175*

* The licensing fee for an Out-of-State Collection Agency License is waived if the state where the collection agency (main or branch office) is located requires licensure or registration but does not require a fee for similar out-of-state collection agencies. *To have the license fee waived, include a copy of the regulations from your home state.*

2. Complete the following five items and submit with your fee:

- Master Business Application;
- Collection Agency Application Supplement form (page one of this form);
- Financial Statement *completed within the last three months*. Must show liabilities and assets with a net worth of at least \$7,500 (\$5,000 of which must be cash deposited in a bank account used to operate the business);
- \$5,000 bond or cash deposit** (in the form of a cashier's check payable to State Treasurer); and
- List of persons with more than 20% interest in the business.

** A bond is not required for out-of-state collection agency licensure if the agency's home state already requires a bond or similar legal alternative for collection agencies. *To waive the Washington bonding requirement, enclose proof that your bond is current and a copy of the regulations from your home state for review.*